

14 SEP 1978

DD/A Registry

File *Legal*

Mr. Robert Jordan
Privacy Act Coordinator
Office of the Federal Register
Seventh Street and Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Jordan:

This is in response to your letter of 8 August 1978 outlining the requirements for updating our systems of records subject to the Privacy Act.

Our review of those systems has been completed. There were no changes to our systems during the period September 1977 to September 1978. On the proof copies you furnished to us, minor typographical errors are noted. Also, CIA records system 21, Privacy and Freedom of Information Acts Requesters, was not included on the proof copies. A description of this system has been entered on the Part I proof sheets for Law and for Government. This system's name has also been entered on the proof sheet for Part II. A copy of this system is enclosed as you requested. Please note that under National Defense, the CIA Authors File system is repeated.

Sincerely,

/s/ John F. Blake
John F. Blake
Deputy Director
for
Administration

Enclosure

IPS/DJM/jsr 13 Sept 78

Distribution:

- Orig. - Adse w/3 cy of attach
- 2 - DDA w/1 cy of attach
- 1 - AI/DDA
- 1 - C/ISAS w/attach
- 1 - IPS Chrono
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Approved For Release 2002/01/08 : CIA-RDP81-00142R000200060014-2

CENTRAL INTELLIGENCE AGENCY

Privacy Act Issuances

Notice of Incorporation by Reference

AGENCY: Central Intelligence Agency

ACTION: Incorporation by reference of Privacy Act
issuances.

SUMMARY: Federal agencies are required by the Privacy Act of 1974 to give annual notice of certain records they maintain. The notices published last year were compiled by the Office of the Federal Register into "Privacy Act Issuances -- 1977 Compilation." The purpose of this document is to incorporate by reference the notices that appear in "Privacy Act Issuances -- 1977 Compilation" and to publish in full the systems that this Agency has amended since publication of the 1977 Compilation.

DATES: This document fulfills the annual notice requirements of the Privacy Act for 1978.

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FOR FURTHER INFORMATION CONTACT: [REDACTED]

Information and Privacy Coordinator, Central Intelligence Agency, Washington, DC 20505.

APPROVAL OF THE DIRECTOR

The notices of systems of records of this Agency which appear in "Privacy Act Issuances -- 1977

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Compilation" are incorporated by reference. The Director of the Office of the Federal Register granted approval to incorporate by reference these Privacy Act issuances on 13 July 1978.

1977 COMPILATION UP-TO-DATE

Information about this Agency's systems of records that appears in "Privacy Act Issuances -- 1977 Compilation" is complete and up-to-date. Since publication of the 1977 Compilation, this Agency has made no changes to its systems of records.

AVAILABILITY OF 1977 COMPILATION

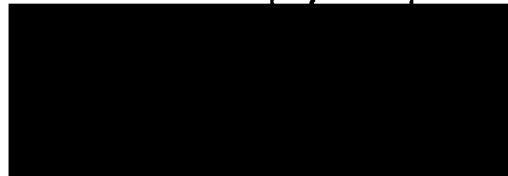
"Privacy Act Issuance -- 1977 Compilation" is available from Regional Depository Libraries at 50 locations around the country and can be examined at these libraries free of charge. The 1977 Compilation is also available at the General Services Administration Federal Information Centers, which are located at 38 central points around the country and may be obtained from this Agency free of charge by writing to the Information and Privacy Coordinator or by calling [REDACTED] It is also available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Upon request, the Office of the Federal Register will

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furnish a photocopy of the full text of a particular
records system published in the 1977 Compilation for a
nominal fee.

LOCATION OF NOTICES IN 1977 COMPILATION

Notices of this Agency's systems of records appear
in Volume 1 of the 1977 Compilation at page 48050 (Vol.
42, No. 184, pp. 48050 - 48074, 22 September 1977.)
The price of this Volume is \$6.50.



John F. Blake

Deputy Director
for
Administration

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Education and the Arts

CENTRAL INTELLIGENCE AGENCY

Professors and Placement Officers of Selected Colleges.

Category of individuals: Those key individuals in selected colleges who may be able to assist the Office of Economic Research in its professional recruiting effort for economics analysts.

Category of records: Names and parent organizations.

System manager:

Director, Office of Economic Research
Central Intelligence Agency
Washington, D.C. 20505.

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Health and Safety

CENTRAL INTELLIGENCE AGENCY

Clinical and Psychiatric Files (Employees).

Category of individuals: CIA employees and their dependents; military and Federal civilian employees to CIA detailees and their dependents; and retired or separated employees and their dependents.

Category of records: Contains all physical examinations, laboratory data, X-rays, private physician reports, reports of on-the-job injuries and illnesses; results of psychiatric screening and testing; reports of psychiatric interviews; records of immunizations, and related medical material.

System manager:

Director, Office of Medical Services
Central Intelligence Agency
Washington, D.C. 20505.

Medical Facilities and Physicians.

Category of individuals: Lists of medical facilities and names of physicians in the Metropolitan Washington, area.

Category of records: Name, business address, and phone numbers of physicians and medical facilities.

System manager:

Director, Office of Medical Services
Central Intelligence Agency
Washington, D.C. 20505.

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Law

CENTRAL INTELLIGENCE AGENCY

Private Attorney Panel.

Category of individuals: Attorneys in private practice.

Category of records: Name, address, date and place of birth, education, law firm (if any), State(s) admitted to Bar, and date and type of clearance.

System manager:

General Counsel
Central Intelligence Agency
Washington, D.C. 20505.

Legal Subject Records.

Category of individuals: Agency employees, defectors, individual plaintiffs in litigation cases, individuals asserting claims against CIA, contractors and consultants, authors, journalists and other individuals who become involved in legal relationships or matters with CIA.

Category of records: Correspondence, affidavits, briefs and other legal documents, reports of investigation, Government forms, cables and internal CIA memoranda.

System manager:

General Counsel
Central Intelligence Agency
Washington, D.C. 20505.

Privacy and Freedom of Information Acts Requesters

Category of individuals: Individuals who make requests to CIA under provisions of the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

Category of records: Files contain all correspondence and other documents related to the receipt, processing, and final disposition of requests received by the Agency for information under the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

System manager:

Chief, Information and Privacy Staff
Central Intelligence Agency
Washington, DC 20505

GOVERNMENT/
PRIVACY

CENTRAL INTELLIGENCE AGENCY

Privacy and Freedom of Information Acts Requesters

Category of individuals: Individuals who make requests to CIA under provisions of the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

Category of records: Files contain all correspondence and other documents related to the receipt, processing, and final disposition of requests received by the Agency for information under the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

System manager:

Chief, Information and Privacy Staff
Central Intelligence Agency
Washington, DC 20505

National Defense

CENTRAL INTELLIGENCE AGENCY

Guest Speakers

Category of individuals: Individuals under consideration for guest speaker engagements in CIA training courses. Individuals include members of the academic, journalistic and business world as well as present and former senior Agency and other Government officials.

Category of records: Name, biographic data including academic credentials, published materials, correspondence and administrative records.

System manager:

Director, Office of Training
Central Intelligence Agency
Washington, D.C. 20505.

Logistics Security Clearance Records

Category of individuals: Commercial contractors and vendors, persons in the private sector associated with the Agency, and individuals in other government agencies (contracted) for liaison purposes.

Category of records: Biographic data including name, address, position, and security clearance held.

System manager:

Director, Office of Logistics
Central Intelligence Agency
Washington, D.C. 20505.

Polygraph Files.

Category of individuals: Applicants for employment, employees, and certain individuals considered for assignment to the Agency.

Category of records: Polygraph report, charts, and notes.

System manager:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Current Employees and Former Employees (official Personnel files and records related thereto).

Category of individuals: Current (or former) staff or contract employees and detailed military and civilian personnel, and current and former members of Advisory Groups.

Category of records: Personal and employment history statements, personnel actions, fitness reports, commendations, biographic profile, retirement status, training, emergency/casualty cases, awards, travel arrangements, medical and insurance claims, correspondence, qualification registers, photographs, and information relating to the suitability and fitness of the individual, complaints and grievances, external employment assistance, Voluntary Investment Plans, financial and educational assistance, recreation programs, exit processing, United Givers and Savings Bond, blood donors.

System manager:

Director, Office of Personnel
Central Intelligence Agency
Washington, D.C. 20505.

Prospective Contributors for the Collection of Foreign Intelligence.

Category of individuals: Individuals who voluntarily indicate a willingness to contribute to Foreign Intelligence.

Category of records: Psychological assessment data.

System manager:

Director, Office of Technical Service
Central Intelligence Agency
Washington, D.C. 20505.

Clinical and Psychiatric Files (Employees).

Category of individuals: CIA employees and their dependents; military and Federal civilian employees to CIA detailees and their dependents; and retired or separated employees and their dependents.

Category of records: Contains all physical examinations, laboratory data, X-rays, private physician reports, reports of on-the-job injuries and illnesses; results of psychiatric screening and testing; reports of psychiatric interviews; records of immunizations, and related medical material.

System manager:

Director, Office of Medical Services
Central Intelligence Agency
Washington, D.C. 20505.

Psychological Test Data Files.

Category of individuals: Applicants, CIA employees and dependents, detailees and dependents, retired or separated employees and dependents.

Category of records: Results of psychological testing and assessment reports.

System manager:

Director, Office of Medical Services
Central Intelligence Agency
Washington, D.C. 20505.

Congressional Liaison Records.

Category of individuals: Matters of liaison with Congressional Offices are filed in the name of the member of the Office involved.

Category of records: Liaison record.

Correspondence file.

Newspaper and publication clippings.

System manager:

Legislative Counsel
Central Intelligence Agency
Washington, D.C. 20505.

Publications About CIA.

Category of individuals: Authors of publication, CIA employees, and other individuals mentioned in newspaper articles about CIA.

Category of records: Newspaper articles:

By-lined articles mentioning CIA.

Articles mentioning CIA.

Correspondence concerning arrangements for press interviews with CIA officers.

System manager:

Assistant to the Director for Public Affairs
Office of the Director
Central Intelligence Agency
Washington, D.C. 20505.

CIA Authors File.

Category of individuals: CIA employees (current and past) who have published commercially.

Category of records: Name of author and title and source of publication.

System manager:

Director, Office of Central Reference
Central Intelligence Agency
Washington, D.C. 20505.

CIA Authors File.

Category of individuals: CIA employees (current and past) who have published commercially.

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Category of records: Name of author and title and source of publication.

System manager:

Director, Office of Central Reference
Central Intelligence Agency
Washington, D.C. 20505.

Intelligence and Public Literature File.

Category of individuals: Individuals who have written on the general topic of intelligence and have been reviewed in the public media; individuals identified as being involved in intelligence activities.

Category of records: Media articles on personalities and events relating to subject of intelligence.

System manager:

Director, Office of Central Reference
Central Intelligence Agency
Washington, D.C. 20505.

Library Open Literature Ready Reference File.

Category of individuals: Individuals appearing in news media.

Category of records: Articles concerning individuals of intelligence interest.

System manager:

Director, Office of Central Reference
Central Intelligence Agency
Washington, D.C. 20505.

Briefing Program File.

Category of individuals: Those individuals both foreign and U.S., who have visited CIA for official briefings under the CIA Briefing Program.

Names, dates of visits, and parent organizations of visitors.

System manager:

DDI Executive Officer
and Assessments Staff
Central Intelligence Agency
Washington, D.C. 20505.

Foreign Map Sources Files.

Category of individuals: Selected U.S. and foreign individuals and firms having a potential to provide foreign maps.

Category of records: Names, extracts from open literature, intelligence reports, records of map acquisitions.

System manager:

Director, Office of Geographic and
Cartographic Research
Central Intelligence Agency
Washington, D.C. 20505.

Soviet-U.S. Contacts File.

Category of individuals: Prominent U.S. citizens, such as members of Congress and high-ranking government officials, who have met prominent Soviets and meetings reported in the press.

Category of records: Names and titles of individuals, dates and places of meetings, subjects discussed as reported in the Soviet and U.S. press.

System manager:

Director, Office of Central Reference
Central Intelligence Agency
Washington, D.C. 20505.

Academic Relations File.

Category of individuals: Scholars with whom the DDI maintains contact for the purpose of exchanging research and analyses.

Category of records: Names and addresses.

System manager:

Coordinator for Academic Relations
Central Intelligence Agency
Washington, D.C. 20505.

Directorate of Operations Records System.

Category of individuals: Individuals who are of foreign intelligence or foreign counterintelligence interest to the CIA, either because of their actual, apparent, or potential association with foreign intelligence or foreign counterintelligence activities, or because they are of actual or potential use to CIA.

Category of records: Categories of records include administrative, management and policy, personality, operational, and impersonal subjects based primarily on foreign intelligence and foreign counterintelligence reports.

System manager:

Chief, Information Services Staff, DDO
Central Intelligence Agency
Washington, D.C. 20505.

Security Duty Office Event Reports.

Category of individuals: Individuals who contact the Security Duty Office.

Category of records: Name, date and subject matter of contact by individual.

System manager:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Special Clearance System.

Category of individuals: Federal, civilian and military personnel and representatives from private industry who possess special access clearances.

Category of records: Name, date of birth, social security number, date of background investigation, organization, and clearances held.

System manager:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Security Analysis Records.

Category of individuals: Any individual who comes to the attention of the Agency because of a counterintelligence interest that concerns Agency personnel or Agency security.

Category of records: Biographic information and data concerning an individual's involvement in specific intelligence and counterintelligence activities.

System manager:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Security Records.

Category of individuals: Applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, persons on whom the Agency has conducted an investigation, Agency employees and other individuals associated with the Agency who have completed an accident report form, and Federal, civilian and military personnel with whom the Agency conducts liaison.

Category of records: Investigation requests.

System manager:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Inspector General Research Records.

Category of individuals: Agency personnel and other individuals whose names appear in documents assembled primarily from other Agency records systems by the Inspector General in relation to an Executive commission and Legislative committee reviews of Agency activities conducted between 1972 and 1976.

Category of records: CIA documents that are pertinent to an Executive commission and Legislative committee reviews of Agency activities.

System manager:

Inspector General
Central Intelligence Agency
Washington, D.C. 20505.

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PRIVACY ACT DIGEST

Unsolicited Correspondence from the General Public Addressed to the Director or Deputy Director of Central Intelligence.

Category of individuals: Members of the General public who have written to the Director or Deputy Director of Central Intelligence.

Category of records: Correspondence from the general public and Agency letters of response.

System manager:

Executive Secretary
Central Intelligence Agency
Washington, D.C. 20505.

Personal and Professional Associates of the Director of Central Intelligence.

Category of individuals: Personal and professional associates of the Director of Central Intelligence.

Category of records: Home and business addresses; home and business phone numbers; category of association with the DCI (e.g. personal/professional).

System manager:

Executive Assistant to the Director
Central Intelligence Agency
Washington, D.C. 20505.

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CENTRAL INTELLIGENCE AGENCY

Privacy Act Coordinator, Central Intelligence Agency, Washington, DC 20505.

Applications Tracking System
Office of Data Processing Training and Skills Inventory
Computer Access File
Legal Subject Records
Career Trainee Files
Off-Campus Instructor Applicant Files
Agency Training Record
Language Learning Center Student Files
Language Qualifications Register
Modern Language Aptitude Test Scores
External Training Files
Equal Employment Opportunity Complainant Records
Employee Grievance Folders
Parking Permit Files
Vehicle Operators Files
Personal Property Claim Records
Equipment and Supplies Accountability Records
Polygraph Files
Supplemental Personnel (Soft) Files
Supplemental Personnel (Soft) Files
Supplemental Personnel (Soft) Files
Supplemental Personnel (Soft) Files
Supplemental Personnel (Soft) Files
Manpower Control System
Applicant Files
Current Employees and Former Employees (official Personnel files and records related thereto)
Consultant and Independence Contractor Records
Clinical and Psychiatric Files
Clinical and Psychiatric Files (Applicants)
Psychological Test Data Files
Publications About CIA
CIA Authors Files
Cryptographic Access File
Financial Records
Central Badge System
Security Records
Inspector General Research Records
Supplemental Personnel (Soft) Files

Privacy and Freedom of Information Acts Requesters

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PRIVACY ACT ISSUANCES

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name.

Safeguards: Physically protected in secure areas. Only employees charged with the responsibility of controlling government property have access.

Retention and disposal: Signature card is returned to individual charged upon return of item. Record is destroyed by burning after inventory adjustment to property records.

System manager(s) and address:

Director, Office of Logistics
Central Intelligence Agency
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Individual concerned and appropriate accountable property officers.

CIA-20

System name: Logistics Security Clearance Records.

System location:

Central Intelligence Agency
Washington, D.C. 20505.

Categories of individuals covered by the system: Commercial contractors and vendors, persons in the private sector associated with the Agency, and individuals in other government agencies contacted for liaison purposes.

Categories of records in the system: Biographic data including name, address, position, and security clearance held.

Authority for maintenance of the system: National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by staff employees in conducting Agency business with the commercial sector and liaison with other government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By individual or company name.

Safeguards: Information stored in safes, vaults or secure areas. Access is limited to staff employees with the need-to-know.

Retention and disposal: Records destroyed upon expiration of clearance. Clearances may be revalidated three years after initial approval.

System manager(s) and address:

Director, Office of Logistics
Central Intelligence Agency
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Information obtained from individual concerned and certification of clearance from Office of Security.

CIA-21

System name: Privacy and Freedom of Information Acts Requesters.

System location:

Central Intelligence Agency
Washington, D.C. 20505.

Categories of individuals covered by the system: Individuals who make requests to CIA under provisions of the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

Categories of records in the system: Files contain all correspondence and other documents related to the receipt, processing, and final disposition of requests received by the Agency for information under the Privacy Act, the Freedom of Information Act, and Executive Order 11652.

Authority for maintenance of the system: Privacy Act of 1974—Public Law 93-579; Freedom of Information Act of 1974, as Amended; and Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by staff employees for reference purposes in formulating responses to Privacy Act, Freedom of Information Act, and Executive Order 11652 requests, and for reference in processing cases under appeal and litigation; to provide documentation for referral to other Federal agencies for their review pursuant to Executive Order 11652, and the Third Agency Rule; and, as a source of information for compiling reports required by the Acts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, electronic index and log.

Retrievability: By name, case number.

Safeguards: Paper files are stored in combination lock safes; automatic data processing index and log files need coded identifier for activation. Access on need to know basis.

Retention and disposal: From the date of last entry, Freedom of Information Act requests are destroyed after two years, and Privacy Act requests are destroyed after five years. Records are destroyed by burning.

System manager(s) and address:

Chief, Information and Privacy Staff
Central Intelligence Agency
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Requests received pursuant to the Privacy Act, the Freedom of Information Act and Executive Order 11652.